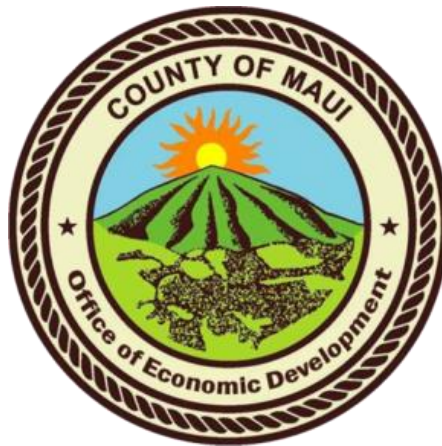


COUNTY OF MAUI

OFFICE OF ECONOMIC DEVELOPMENT

GRANTS HANDBOOK

FISCAL YEAR 2015
JULY 1, 2014 – JUNE 30, 2015



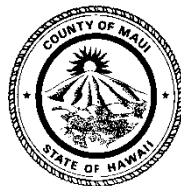
COUNTY OF MAUI
MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT
2200 MAIN STREET, SUITE 305
WAILUKU, MAUI, HAWAII 96793
PHONE (808) 270-7710 FAX (808) 270-7995
EMAIL: ECONOMIC.DEVELOPMENT@MAUICOUNTY.GOV

THE COUNTY OF MAUI IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

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ALAN M. ARAKAWA
MAYOR



TEENA M. RASMUSSEN
OED DIRECTOR

OFFICE OF ECONOMIC DEVELOPMENT

COUNTY OF MAUI

2200 MAIN STREET, SUITE 305, WAILUKU, MAUI, HAWAII 96793, USA

Telephone: (808)270-7710 Facsimile: (808)270-7995 Email: economic.development@mauicounty.gov

Aloha,

Please find attached the County of Maui, Mayor's Office of Economic Development (OED) Grant Application for your review and completion. Please note that the ***grant application submittal deadline for line-item funding is December 30, 2014***, and the ***deadline for general grant requests is March 15, 2015***. Applications turned in after the deadlines may not be considered for funding.

OED funds are used to promote and nurture sustainable economic development within Maui County consistent with the community's needs and priorities. OED does not fund social service programs. We can accept grant requests from both-for-profit and non-profit entities.

Follow these procedures to complete your application:

Step 1. Determine if you have a **Line Item Grant** or are seeking **general grant funds**.

Definition of Line Item Grant: Your Organization has specific funds allocated by a line item or proviso in the Maui County Budget under the organization's name.

Step 2. If you **do** have a Line Item or Proviso Grant, download and complete the [FY2015 OED Grant Application](#) and send it to our office being sure to follow all instructions and provide all documents outlined in the Grants Handbook.

If you **do not** have a Line Item or Proviso Grant, and are instead seeking general economic development funding support, please proceed to Step 3.

Step 3. Submit a letter of inquiry. Before you go to the effort of completing the grant application, a letter of inquiry will enable our office to make a determination that your project/event is aligned with OED goals and within the scope of available funds. We will then e-mail you notice that you should proceed /or not proceed with sending in a grant application.

The letter of inquiry should be approximately 1 to 1 ½ pages and include the following:

- a. Name of Organization
- b. Purpose for the grant
- c. Amount of funds requested
- d. Timeframe for funds to be used
- e. List of partners, other sponsors and/or matching funds
- f. Beneficiaries from the project or event
- g. Economic impact for Maui County

Step 4. On request from OED to proceed, please complete the [FY2015 OED Grant Application](#), being sure to follow all instructions.

Please keep in mind, if given approval to submit the grant application, this does not mean you will automatically receive funding support. Your project will be evaluated based upon the work plan, budget, and strength of resources, measures of success and completeness of required documentation.

Step 5. An OED Award Letter will notify you of project funding support and any other documents needed to execute the grant agreement. After the grant receives initial County approval, it will be sent to you for signature and notarization. Following its return, the grant will be routed to authorizing County departments for final approvals. The complete process generally takes up to two months from when you have submitted in entirety all of the required documentation; thereafter a copy of the final grant agreement will be sent to you by the Department of Finance.

You are encouraged to read the entire agreement to ensure an understanding of the requirements to maintain the grant, including reporting mandates and invoicing procedures. Once the grant is fully encumbered, you can submit invoices seeking a “request for reimbursement” of documented expenses listed in the grant budget.

Thank you for taking the time to apply for funding from the Office of Economic Development and we wish you success with your project.

If you have any questions, please do not hesitate to contact us at 270-7710.

Sincerely,

A handwritten signature in black ink that reads "Teena M. Rasmussen". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Teena M. Rasmussen
Economic Development Director

PROPOSAL INSTRUCTIONS

- Place the name of the Organization and the Name of the Project/Program on the top of all pages of the proposal narrative.
 - Please use Arial - twelve (12) point font.
 - Eight (8) to ten (10) point fonts are allowed for the budget table.
 - Please address the following items A-I in the order they appear.
 - Please include the title of the sections A-I in your narrative.
- A. **Project Summary:** Your summary of the project should include the public purpose(s), what is to be provided and how, and implementation dates. It should also answer this question - “why should Maui County fund this program?”
- B. **Introduction:** List the Project/Program organizers who will be executing the program and include descriptions of their experience and qualifications.
- C. **Problem/Need Target Groups:** Provide justification for the request. Define and quantify the economic problems and needs to be addressed and the geographic areas and population to be served. Explain how the request will maintain or expand an existing program or establish a new one. Please be very specific.
- D. **Goals, Objectives, Action Steps and Performance Measures and Economic Impact:**
- Goals are the end result you want to achieve. Objectives are the means to get you there, via specific action steps. Objectives should be SMART: specific, measurable, action-oriented, realistic, and timely. You should have a **minimum of two goals**, include as many as needed with detail steps for accomplishing the program plan. Then list performance measures and/or economic impacts for each goal that indicate how you will assess your outcome.
- i) **Performance measures and economic impacts:** Each program/project/event is unique and therefore should be reflected in your goals and measurements. Please consider the following as **examples** of measures of performance and economic impacts important to the Office of Economic Development:
- * **Quantitative and Qualitative Performance Measures of Success:**
- Partnerships -- who, how many, value of services or community involvement
 - Attendees and how this was determined - # visitors international, mainland, and local
 - Attendee satisfaction - compiled by surveys (see sample on last page)
 - Product developed -- new attraction such as a mountain bike park, floral show, tour, or a major event. What was the response?
 - Marketing - circulation figures / major press on event – include PR samples with final report
 - Environmental or educational impacts – such as conservation, site cleanup, public outreach achieved by the program
 - Social – list specific community benefits

Economic impacts: quantitative, dollar or numerical value

- Sponsorships -- \$ value of cash and in-kind support for the project
- Project value -- overall \$ estimate, for example of a resource conserved
- Benefits to a key economic niche – such as agriculture, environment, film, etc. – specify how the program upholds or increases value in this industry
- Jobs created -- list permanent position(s), salary range if possible
- Number of vendor participants and retail sales \$ -- such as food, art, flowers etc.
- Survey of area merchants, for example, that indicate how the event increased business and by what percent or \$ value
- Visitor spending \$ estimate
- Room nights booked by event attendees
- Membership in your organization

Please use the [County template](#) provided for goals, objectives, action steps and measures of success and economic impacts.

SAMPLE
GOALS, OBJECTIVES, ACTION STEPS AND PERFORMANCE MEASURES
List as many goals as applicable for your project

GOAL:

OBJECTIVE 1:

ACTION STEP 1:

ACTION STEP 2:

ACTION STEP 3:

OBJECTIVE 2:

ACTION STEP 1:

ACTION STEP 2:

ACTION STEP 3:

OBJECTIVE 3:

ACTION STEP 1:

ACTION STEP 2:

ACTION STEP 3:

PERFORMANCE

MEASURES AND/OR

ECONOMIC IMPACT

PERFORMANCE

MEASURES AND/OR

ECONOMIC IMPACT

PERFORMANCE

MEASURES AND/OR

ECONOMIC IMPACT

E. Dashboard of Performance Measures for all LINE ITEM or PROVISIO grantees that get funding from OED:

You will now be required by OED to create a dashboard of performance measures that will show your progress year over year. A LINE ITEM grantee is an organization that is named specifically in the Maui County budget to receive grant funds, or one that has been given a proviso to receive funding. If your project is a one-time project, and will not be receiving multiple year funding, then you do not need to create a performance dashboard.

If you are unclear of the kinds of performance measures that should be included, we welcome you to set up a meeting with our OED team. Our team will be happy to assist you in developing your dashboard.

The dashboard should look similar to this table:

Performance Dashboard					
Fiscal Year End	2014	2015	2016	2017	2018
Performance Measure from Section D, Goals, Objectives, Action Steps and Performance Measures of Success and Economic Impact.					
Performance Measure etc.					
Performance Measure etc.					
Performance Measure etc.					
Performance Measure etc.					
Performance Measure (please use one line for each performance measure outlined in section D)					
Anecdotal story 1					
Anecdotal story 2					

Examples of Performance Measures are:

- Number of clients served
- Cash Revenue generated outside of grant
- In Kind Donations generated from the grant project
- Workshops produced
- Attendance for your event/s
- Organization membership numbers
- How many events did you hold for your membership's benefit

*** See previous list of Qualitative and Quantitative Performance Measures of Success.**

In addition, you will be required to provide the methodology of how you collected your data for your performance measures.

Lastly, OED is now requiring you to write up two anecdotal stories of how this grant funding assisted our community.

Example: If you held an event, give us an example of a satisfied attendee with comments, or tell us about a vendor making sales and how it helped their company.

If you provided a workshop, give us first-hand examples of who your workshop helped, and what their feedback was.

If your grant was for business development, tell us a story about the business you helped. We want you to write specifics...not just “The program was great, or “It helped a lot.”

F. Use of Community Resources:

1. Other than funding, list other resources that will be needed to implement this project/program: (If not applicable put n/a)
 - a. Volunteers - describe
 - b. Other Community Groups – please specify how these collaborations will help you achieve your goals and objectives.
 - c. Describe how you will utilize labor, products, businesses and/or Maui County vendors to carry out your program.

G. Economic Self-Sufficiency: Do you expect this program can be brought to economic self-sufficiency in the future? If so, describe how you would accomplish this and include a time-line. Also list all the ways you will generate revenue with the program.

H. Green Initiatives and Eco-friendly Practices: Explain how you will use resources efficiently, create sustainability and be eco-friendly while executing your program.

I. Itemized Budget: Please use the [County template](#) provided to list project Expenses and sources of revenue. Expenses should be comparable to similar events and activities.

J. Budget Narrative: (Complete for requests of \$25,000 or more.) Please provide comprehensive descriptions for each of the budget line items. The narrative should demonstrate your organizations financial capability and understanding of the project expenses and revenue.

- i. Other than OED grant funds. List and describe the other resources that will be needed to implement this project: Sponsors, other grants, organization funds and in-kind support.

ITEMIZED BUDGET INSTRUCTIONS

EXPENSES

Expenses should be broken down into Operating, Marketing, and Administrative expenses. All expenses must be directly related to the proposed program/project.

Operating Expenses include program operating costs such as:

<ul style="list-style-type: none">• Equipment Rental• Security• Facility Rental• Postage• Printing• Products	<ul style="list-style-type: none">• Entertainment• Shipping• Supplies• Materials• Travel• Event Coordinator
---	--

Marketing Expenses include:

<ul style="list-style-type: none">• Advertising• Promotional Items• Website Development• Website Enhancements• Posters	<ul style="list-style-type: none">• Brochures• Public Relations• Collateral Materials• Electronic Media• Marketing Coordinator
--	--

Administrative Expenses may include:

<ul style="list-style-type: none">• Executive Director• Accounting	<ul style="list-style-type: none">• Program Administration and Overhead
---	---

Office of Economic Development funds are not allowed to fund alcohol. Food expenses are carefully scrutinized.

INCOME

List all income sources (cash and in-kind) and assign their contributions to the appropriate column.

All columns should add up correctly from top to bottom total amount and every row should add up from left to right total amount; please check your addition. The project's total expense should match the total income figure.

SAMPLE BUDGET

EXPENSES	COUNTY	OTHER CASH	IN KIND	TOTAL
Operations				
Food		\$8,000		\$8,000
Trophies and Awards		\$500		\$500
Participant t-shirts		\$8,000		\$8,000
Timers/Recordings		\$600		\$600
Jet Skis		\$400		\$400
Official Safety Boats			\$5,500	\$5,500
Official entry stickers	\$700			\$700
Volunteers			\$1,500	\$1,500
Portable Toilets	\$2,150			\$2,150
Permits		\$200		\$200
Facility Rental Fee	\$600			\$600
Tents, Tables and Chairs	\$2,750			\$2,750
Dumpster	\$600			\$600
Entertainment and Sound		\$500	\$1,000	\$1,500
Event Coordinator	\$1,000		500	\$1,500
Races Director and Officials		\$1,500	300	\$1,800
Marketing				
Advertising and Print Promotion		\$1,000	\$500	\$1,500
Signs and Banners	\$700	\$500		\$1200
Web Marketing and Graphics		\$1,300	\$700	\$2,000
Photography	\$500			\$500
Filming		\$8,000		\$8,000
Administrative				
Program Administrator		\$2,000		\$2,000
TOTAL EXPENSES	\$9,000	\$32,500	\$10,000	\$51,500
INCOME	COUNTY	OTHER CASH	IN- KIND	TOTAL
County OED	\$9,000			\$9,000
Organizational Cash		\$12,000		\$12,000
Sponsor's		\$20,500		\$20,500
In-kind Support and Volunteers			\$10,000	\$10,000
TOTAL INCOME	\$9,000	\$32,500	\$10,000	\$51,500

SUPPORTING DOCUMENTS CHECKLIST

- A. Certificate of Vendor Compliance:** Dated within six (6) months to obtain this form please visit Hawaii Compliance Express (HCE) online at <http://vendors.ehawaii.gov>.
- a. Under Hawaii law, you must provide proof of compliance in order to receive a contract greater than \$2,500.00 with state and county government entities in Hawaii. HCE is an electronic system that allows vendors doing business with state or county agencies to quickly and easily obtain proof that they are compliant with applicable laws. With a subscription fee of \$12, registered HCE vendors receive a full year of service, automatic email notifications of status changes, unlimited access by state and county government entities to print certificate for use. It will take a newly registered vendor about 10 business days to receive true compliant status. If vendor shows not compliant, vendor is responsible to contact the respective department to resolve the issue.
- B. Non-profit Organization:**
- a. **Verification of Non-profit Status:** Internal Revenue Service (IRS) Letter
 - b. **List of Board of Directors**
 - c. **By-laws of the Organization and/or Corporate Resolution**
 - d. **Most Recent Audited Financial Statement:** If your by-laws state that you need to audit your organization intermittently, then please submit that last audited financial statement. In addition, you should submit your most recent financial statement, whether or not it was audited.
- C. For-profit Organization:**
- a. **Hawaii Compliance Express Certificate of Vendor Compliance**
- D. List of current agreements, leases, or contracts with the County of Maui and/or State of Hawaii**
- E. Organization's Policy Statement or Corporate Resolution:**
- a. Alcohol and Drug Free Work Place Program
 - b. Litter Control/Recycling
 - c. Youth Training/Education (for Non-profit Organization)
 - d. Participation in Community Programs
- F. Certificate of Liability Insurance:** On confirmation of OED funding, a certificate of liability insurance will be required to execute the grant agreement.
- a. The comprehensive liability insurance policy, as evidenced by issuance of a "policy endorsement", shall name the county, its officers, employees and agents against any loss, liability, claims, and demand for injury or damage, including but limited to, claims for property damage, personal injury, or wrongful death, arising out of, or in connection with grantee's actions and/or performance of this agreement.
 - b. The insurance policy shall contain the following requirements:
 - i. No less than a combined single limit ("CSL") of liability coverage of \$1,000,000;
 - ii. No erosion of limit by payment of defense costs; and
 - iii. Minimum annual aggregate limit of \$2,000,000.

SAMPLE CORPORATE RESOLUTION

Resolution
Date XX, 2014

CORPORATE RESOLUTION OF THE BOARD OF DIRECTORS OF (NAME OF ORGANIZATION)

By a majority vote of the _____ (ORGANIZATION) Board of Directors, the Board adopted the following Resolutions:

“RESOLVED, that _____ (NAME), the _____ (TITLE) is authorized to sign all documents on behalf of _____ (ORGANIZATION), its subsidiaries and programs.

To sign bank checks and drafts along with another authorized signer of _____ (ORGANIZATION) for the withdrawal of funds, drawn on any Bank as a depository of the Corporation and its Subsidiaries, and in its name, to sign bank checks and drafts for the withdrawal of funds, drawn on any Bank as a depository of this Corporation; to sign, or otherwise make requests and receipts for the withdrawal of funds; to endorse and accept checks, drafts, notes and other paper payable to or by this Corporation; to waive protest of any check, note, bill or other item made, drawn or endorsed by or to the order of this Corporation; and to enter into agreements with the Bank relative to the account or accounts of this Corporation in the Bank; all checks and drafts for the withdrawal of funds require two (2) authorized signers of _____ (ORGANIZATION).

I certify this to be a true and accurate account of the agenda item “Corporate Resolutions” at the meeting of _____ (ORGANIZATION) Board of Directors held on _____ (DATE).

Name

Title

Date

GENERAL TERMS AND CONDITIONS

“EXHIBIT B”

In consideration of a grant of County funds, Grantee covenants and agrees to the following terms and conditions in the use and administration of County grant funds:

1) Method of Payment.

Unless otherwise specified herein, Grantee shall submit on their agency's letterhead written reimbursement requests to the County for payment of grant funds. Payment shall be made as work is performed and the required invoices, billing statements, or other documents are submitted. Each reimbursement request shall:

- a) Be authenticated as to its accuracy by the Grantee and verified by a designated county official;
- b) Include a certification by Grantee that the work for which payment is requested was performed in accordance with the terms of this Agreement; and
- c) Include copies of receipts, canceled checks, vendor agreements, and/or other documentation providing verification of work completed in accordance with this Agreement.

The County will reserve 10% of the grant award as a final payment. Final payment on this Agreement shall be available upon completion of Grantee's Program, receipt by the County of the Final Report from Grantee acceptable to the County, and receipt of vendor compliance for Grantee from the State of Hawaii State Procurement Office.

2) Withholding of Payments.

County may withhold any and all payments to Grantee if the costs set forth in a reimbursement request are unreasonable, or if Grantee fails to comply with the terms of this Agreement in any manner whatsoever.

3) Program Income.

"Program Income" means gross income received by Grantee generated from the use of County funds. In no event shall any of the income, earnings or assets of the Program, including any and all grant funds, surplus funds, or Program Income as described herein, be distributed by Grantee to, or for the benefit of, its corporate directors, officers, members, employees or consultants. Discretionary use of Program Income by Grantee is strictly prohibited.

4) Reversion of Assets.

The Grantee is prohibited from disposing any real or personal property acquired with County funds received under this Agreement, without first receiving prior written consent of the County. Should the Grantee cease to use any real or personal property acquired with County funds for the purposes described in this Agreement, the Grantee shall either pay the County the current fair market value of the asset or transfer the control of the asset to the County.

Upon expiration or termination of this Agreement, the Grantee shall submit to County an inventory of all personal property acquired with County funds at a purchase price of \$250.00 or more. Unless the Grantee has the written consent of the County, the Grantee shall transfer to the County upon expiration or termination of this Agreement any County funds on hand at the time of expiration or termination of this Agreement and any real and/or personal property acquired or improved in whole or in part with County funds.

5) Entity Status.

Grantee warrants that it is a Hawaii organization and duly authorized to conduct business in the State of Hawaii.

6) Insurance.

In order to protect itself as well as the County under the indemnification agreement set forth above, the Grantee shall obtain, pay for, and keep in force throughout the period of this Agreement comprehensive liability insurance issued by an insurance company (the "Carrier") authorized to do business in the State of Hawaii (an "Admitted Carrier"), or by a company not authorized to do business in the State of Hawaii (a "Non-Admitted Carrier") only through a general insurance agent or broker licensed in the State of Hawaii. The Carrier shall be rated no less than "A-" as established by "AM Best" or "Standard and Poor" ratings.

The insurance policy, as evidenced by issuance of a "Policy Endorsement", shall name the County, its officers, employees and agents as "Additional Named Insured", and shall include a duty to defend the County, its officers, employees and agents against any loss, liability, claims, and demands for injury or damage, including but limited to, claims for property damage, personal injury, or wrongful death, arising out of, or in connection with GRANTEE's actions and/or performance of this Agreement.

Unless otherwise agreed to by the County, through the joint decision and discretion of the Economic Development Coordinator and the Department of Finance, the insurance policy shall contain the following minimum requirements:

- 1) No less than a Combined Single Limit ("CSL") of liability coverage of \$1,000,000;
- 2) No erosion of limit by payment of defense costs; and
- 3) Minimum annual aggregate limit of \$2,000,000.

Prior to or upon the execution of this Agreement, Grantee shall furnish the County with a copy of the insurance policy certificate together with the required endorsements verifying such insurance coverage. If the scheduled expiration date of a current insurance policy is sooner than the specified termination date of this Agreement, the Grantee shall, upon renewal of the insurance policy, provide the County with a copy of the renewed insurance policy certificate together with the required endorsements.

Unless waived by the County, the insurance policy shall expressly state that the coverage provided under such policy shall not be cancelled or terminated, unless the Carrier has first given the County thirty (30) calendar day's prior written notice of the intended cancellation or termination.

7) Indemnification.

To the extent permitted by law, Grantee shall indemnify, defend, release, and hold harmless the County, its officers, agents, and employees from and against any and all manner of actions and claim arising, either directly or indirectly, out of or resulting from the errors, omissions, or acts of Grantee, its officers, its employees, or its agents occurring during, or in connection with, the performance of the Grantee's services under this Agreement.

8) Alcohol.

The County of Maui will not reimburse for any alcohol expenses.

9) Subcontracting.

Grantee shall not procure, or subcontract, any part of the services under this Grant Agreement without the prior written consent of County.

10) Record Keeping.

Grantee shall keep records and prepare reports, including detailed, separate financial records relating to funds received from the County. All accounts shall be prepared and maintained according to generally accepted accounting principles and as otherwise provided by law to ensure the effective administration of the grant. Grantee shall

maintain such accounts and documents in a manner as to permit expeditious determination to be made at any time of the status of funds within the award, including the disposition of all monies received from County and the nature and amount of all charges claimed to be against such funds. To facilitate the auditing process, Grantee's general ledger shall be organized to reflect the separation of County grant funds and expenses from other funds of the Grantee. Grantee shall maintain in its files, at all times, documentation certifying that the work described in any invoices, executed contracts or reimbursement requests submitted to the County are complete, correct, and in accordance with the terms of this Agreement.

11) Quarterly Reports.

Grantee shall provide County with written quarterly status reports on the Quarterly Report forms provided no later than 30 days following each quarter (March/June/September/December) within the period of performance of the grant along with a narrative report that addresses each of the following items. You may add additional pages as necessary.

- Provide a summary of the work completed during this three month reporting period.
- Describe how the funds allocated for this project were used during this reporting period.
- Describe any major adjustments that have been necessary or will be proposed.
- Briefly describe your next major steps for this project.
- Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project printed to date.

12) Economic Impact and Final Report.

Grantee shall provide a completed final report on the form provided within 90 days after completion of the program covered by this grant award. The final report for events may have some deadlines prior to 90 for some items, such as marketing materials, surveys, photos of event, etc. with a narrative report that addresses each of the following items. Events must also submit the Event Final Report. Use additional pages as needed.

- Program/Project description from your original proposal.
- Discuss the results of your program/project.
- Provide your Dashboard of Performance Measures
- Provide two anecdotal stories of how this grant funding assisted our community.
- Report on your Goals, Objectives, Action Steps and Success Measures in Section D of your Proposal with the actual outcomes and results.
- Using your proposed methodology from your Proposal, explain why you were able to reach your stated goals and objectives and/or why you were unable to reach your stated goals and objective(s).
- Describe how this program/project could be improved.
- Add any additional comments as desired and/or requested by the Office of Economic Development (example: Economic Impact Statement, Event Surveys, etc.)
- Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project printed to date.
- Provide five digital photos with the Final Report.

13) Employee Compensation.

Grantee shall not compensate its employees more than the wages then prevailing in the State of Hawaii for employees with similar skills and abilities. Grantee shall not pay any commissions, bonuses or similar to its employees.

14) Financial Audits.

Grantee shall supply County with a copy of its annual financial statements, prepared by its Certified Public Accountant(s). Grantee shall allow County to audit Grantee's records, report books and other financial records upon request of County to determine compliance with the terms of the grant agreement. Grantee shall cooperate fully and assist the County in such an audit.

15) County Recognition.

Grantee shall give the County appropriate recognition in all County-funded programs and printed materials. All such printed materials must be approved by the County prior to printing and/or use. Grantee shall include the OED logo as well as the County seal in its promotional items

16) Grantee Compliance.

Grantee shall strictly comply with its articles of incorporation and/or bylaws and all relevant County, State and/or Federal rules and regulations concerning its policies and operations.

17) No Discrimination.

Grantee shall not discriminate in the hiring of staff, compensation, terms or conditions of employment of individuals, use of volunteers, or delivery of client services on the basis of race, color, ancestry, national origin, religion, creed, sex, sexual orientation, disability, age, marital status, parental status, arrest and court record, National Guard participation or HIV infection;

18) Program Alteration.

Grantee shall not alter Program plans which provided the justification for the grant without first obtaining the prior written consent of County. Grantee shall inform County of any proposed changes to the budget allocation, Program description or schedule outlined herein.

19) Modification of Agreement.

Any request to modify, alter or change this Agreement, shall be made to the Director or designee of the Office of Economic Development in writing. Any modification, alterations or changes including, but not limited to, the modification of the services to be performed, the extension of time of performance, or changes to the total amount of funding included in the approved budget, shall be made only by written supplemental agreements executed by the County and Grantee. Other modifications, alterations or changes to this Agreement, if approved, shall be made in writing by the Coordinator or designee of the Office of Economic Development.

20) Termination of Agreement.

If, for any cause, the County finds that the Grantee has failed to satisfactorily fulfill in a timely or proper manner its obligations under this Agreement or if the Grantee breaches any of the promises, terms or conditions of this Agreement and, having been given reasonable notice of an opportunity to cure any such default, fails to take satisfactory corrective action within the time specified by the County, the County shall have the right to terminate this Agreement by giving written notice to the Grantee of such termination. Further, the County may terminate this Agreement without cause by giving written notice to the Grantee thirty (30) calendar days before the effective date of such termination.

21) Proselytization Prohibited.

Grant funds shall not be used to recruit or convert a person to a new faith, institution, or cause.

In the event Grantee fails to adhere to any of the conditions listed herein, County may withdraw any part or the entire grant. Grantee shall be held liable for any grants funds expended in a manner inconsistent with this Agreement, including any attachments incorporated therein.

Executed Grant Checklist

- ☐ Mark your calendar with your quarterly report dates and final report date to ensure compliance. Report dates are set from your performance schedule.
- ☐ Ensure you submit all marketing materials, brochures, flyers, posters, etc. to the Office of Economic Development.
 - Events must submit a minimum of 30 days prior to event.
 - Ongoing projects/programs should include marketing materials with quarterly reports.
- ☐ If your project is an event, schedule a meeting with an Office of Economic Development Specialist at least one month prior to your event.

This meeting is to ensure the success of your event as OED will assist in:

 - Marketing your event through online resources
 - Distribute brochures, flyers and any other printed materials

This meeting is also to review any requirements regarding:

 - Economic Impact Assessment of the event
 - Attendance surveys of the event
 - Attendance tracking
- ☐ The County of Maui seal and the OED logo must be used on all advertisements, marketing and marketing materials distributed electronically and in print. Color and black and white versions are available upon request at any time.
- ☐ If your project is an event, digital photos must be submitted electronically within 5 days of the completion of your event.
 - Photos should be a JPEG format and a minimum of 2 MP which is equal to 1600 x 1200 pixels
 - Please include at least:
 - 2 - Crowd photos
 - 2 - Program photos (entertainers, speakers, performances, activities)
 - Photo release forms should accompany these photos
- ☐ Ongoing projects or programs must include digital photos submitted electronically with their quarterly reports.

REIMBURSEMENT DIRECTIONS

- Payments of funds will be made as work is performed and you submit invoices with proper expense documentation for reimbursement.
- 10% of funds are held for a final payment after receipt of the Final Report and Budget.
- Final Reports and Budgets are due within 90 days of the event or program completion; submit 1 copy, please include marketing materials and any other required deliverables as determined in your executed grant contract.

Certificate of Vendor Compliance – Final

Maui County requires a Certificate of Vendor Compliance for final invoice payment; it must be dated within 2 months of your payment request.

Invoices

- **Submit 2 sets of the full invoice.**
- Please follow the template attached and **create a signed invoice** from your organization and expense summary to assist tracking expenses within your budget.
- Attach to the invoice copies of bills, receipts, invoices, contracts or other proper expense documentation submitted for reimbursement. **Each receipt should show detail on what item or service was purchased and date**
 - Use actual \$ expenses shown on receipts, not costs rounded up or down.
 - Statements or credit card slips lacking detail are not acceptable.
 - Copies of checks your organization issued may accompany expense documentation, but are not required.
 - Please check your math, it is best to include a calculator tape and keep receipts in the same order as they appear on the tape. This will assist the Office of Economic Development in processing payments more efficiently.

SAMPLE REIMBURSEMENT FORM
PLEASE USE YOUR ORGANIZATION'S LETTERHEAD

Date: May 22, 2012

Tina Silva
County of Maui, OED
2200 Main St, Suite 305
Wailuku, HI 96793

Project Title: _____

Grant #: (ex: G3174)

Invoice #2

We are requesting the following reimbursement program costs per the attached expense summary and receipts attached for:

Amount Due: \$6,000.00

This is to certify that the work for which payment is requested was performed in accordance with the terms of this grant agreement.

(Your Signature)

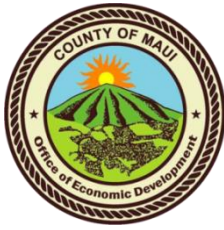
Name and Title

SAMPLE EXPENSE SUMMARY

(Sample: Please attach this as a separate page if more space is needed)

Expense Summary #G3174

Expense	OED Funds on Program/Event Budget	Invoice #1 (Paid)	Invoice #2	Budget Balance
Marketing				
Printing	\$1,500.00	\$1,500.00		\$0.00
Advertising	\$2,500.00	\$1,500.00	\$1,000.00	\$0.00
Operations				
Tents	\$1,500.00	\$500.00	\$1,000.00	\$0.00
Sound	1,000.00		\$1,000.00	\$0.00
Entertainers	\$3,000.00		\$3,000.00	\$0.00
Administration	\$500.00			\$500.00
	\$10,000.00	\$3,500.00	\$6,000.00	\$500.00



COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
2200 MAIN STREET, SUITE 305
WAILUKU, MAUI, HAWAII 96793
PHONE (808) 270-7710 FAX (808) 270-7995

QUARTERLY REPORT FORM

Contract/Grant Number: _____

Reporting for the period of _____ to _____

Organization Name: _____

Program/Project Title: _____

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Please submit this completed and signed quarterly report form with a narrative report that addresses each of the following items. You may add additional pages as necessary.

- Provide a summary of the work completed during this reporting period.
- Describe how the funds allocated for this project were used during this reporting period.
- Describe any major adjustments that have been necessary or will be proposed.
- Briefly describe your next major steps for this project.
- Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project printed to date.

Submitted by:

Signature

Date

Office of Economic Development -- Staff Use Only

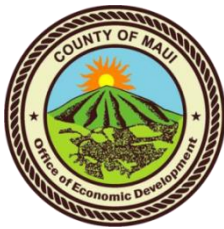
Received by OED:

(Date)

Quarterly Report Accepted by:

(OED Staff)

(Date)



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OFFICE OF ECONOMIC DEVELOPMENT
2200 MAIN STREET, SUITE 305
WAILUKU, MAUI, HAWAII 96793
PHONE (808) 270-7710 FAX (808) 270-7995

FINAL REPORT FORM

Contract/Grant Number: _____

Grand Period: _____ to _____

Organization Name: _____

Program/Project Title: _____

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Please submit this completed and signed Final Report Form, Final Financial Report form with a narrative report that addresses each of the following items. Events must also submit the Event Final Report. Use additional pages as needed.

- Program/Project description from your original proposal.
- Discuss the results of your program/project.
- Provide your Dashboard of Performance Measures
- Provide two anecdotal stories of how this grant funding assisted our community.
- Report on your Goals, Objectives, Action Steps and Success Measures in Section D of your Proposal with the actual outcomes and results.
- Using your proposed methodology from your Proposal, explain why you were able to reach your stated goals and objectives and/or why you were unable to reach your stated goals and objective(s).
- Describe how this program/project could be improved.
- Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project printed to date.
- Provide five digital photos with the Final Report that best depict your event or program.

Submitted by:

Signature

Date

Office of Economic Development -- Staff Use Only

Final Report Received by OED:

(Date)

Final Report Accepted by: _____
(OED Staff) (Date)

FINAL REPORT OF ACTUAL EXPENSES AND INCOME FOR COMPLETE PROJECT

Maui County Office of Economic Development (OED)

Grant Agreement G: _____

EXPENSES	COUNTY	CASH/GRANTS	IN-KIND	TOTAL
<i>Operating</i>				
<i>Marketing</i>				
<i>Administrative</i>				
TOTAL EXPENSES				

INCOME	COUNTY	CASH/GRANTS	IN-KIND	TOTAL
Office of Economic Development				
(Name sponsor)				
(Name sponsor)				
(In-kind support)				
Organization's Contribution				
TOTAL INCOME				

I hereby certify that all financial statements represented in this final report to the County of Maui relating to Grant Agreement G: _____ are accurate and that funds allocated through the County OED under this Agreement have been expended in accordance with the provisions set forth in this Agreement.

SIGNATURE CONTRACTOR

PRINT NAME

TITLE

DATE SIGNED



Please Rate Your Overall Experience at this Event:

Excellent

Good

Fair

☐ Male

☐ Female

Poor

Are You a Resident of Maui County?

☐ Yes

☐ No

If not where are you from: _____

How long will you be visiting: _____

How did you hear about this event:

☐ Brochure

☐ Newspaper

☐ Internet Search

☐ Online Calendar

☐ Hotel/Concierge

☐ Social Media

☐ Word of mouth/Family/Friends

☐ Free Publication/Magazine _____

What was the primary reason you came to the event:

☐ Entertainment

☐ Food

☐ Someone's Recommendation

☐ Just happened upon the event

☐ I am a participant

☐ A friend or family member is a participant

☐ Other: _____

(worker, volunteer, performer)

Comments: _____

Suggestions: _____



Please Rate Your Overall Experience at this Event:

Excellent

Good

Fair

☐ Male

☐ Female

Poor

Are You a Resident of Maui County?

☐ Yes

☐ No

If not where are you from: _____

How long will you be visiting: _____

How did you hear about this event:

☐ Brochure

☐ Newspaper

☐ Internet Search

☐ Online Calendar

☐ Hotel/Concierge

☐ Social Media

☐ Word of mouth/Family/Friends

☐ Free Publication/Magazine _____

What was the primary reason you came to the event:

☐ Entertainment

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☐ I am a participant

☐ A friend or family member is a participant

☐ Other: _____

(worker, volunteer, performer)

Comments: _____

Suggestions: _____